



March 13, 2014



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HRO Meeting

This month's HRO meeting is scheduled for 10:00 a.m. on Thursday, March 27, 2014, at the DOHR office – James K. Polk Bldg., 1st Floor in Training Room 3.

Gathering Information Concerning Workplace Harassment

As part of the commitment of ensuring fair and equal employment opportunities, DOHR is requesting that each agency provide information pertaining to workplace discrimination and harassment complaints for the period of August 1, 2013 through January 31, 2014. Click the links to find the [memorandum](#) and [summary sheet](#) for the information required for this analysis. The agency summary sheet should be submitted by **Friday, March 28, 2014** to Lesley.T.Farmer@tn.gov. Please contact Lesley Farmer at (615) 253-7685 or Lesley.T.Farmer@tn.gov for any questions or concerns.

Performance Management IPP Document Clean-up Continues

The deadline for raters to complete the first Interim Review in the Performance Management (PM) cycle is March 31, 2014. We have found many raters have approved the annual review documents in Edison in error. To ensure all raters are prepared to timely complete the first Interim Review, it is important for all PM Coordinators to determine the status of their agency's documents and continue with the document clean-up process. Click [here](#) to learn more about the PM document clean-up procedures.

Get S.M.A.R.T.

By now all managers and supervisors should have developed individual performance plans (IPP) for all of their direct reports. The IPP should be connected to the strategic and operational goals and/or the Governor's priorities. The S.M.A.R.T. formula provides an excellent opportunity to demonstrate alignment so employees clearly understand how their work contributes to the overall goals of the organization. All managers and supervisors are required to take the S.M.A.R.T. workshop prior to developing individual performance plans. Strategic Learning Solutions is hosting a S.M.A.R.T. Train-the-Trainer certification workshop to assist managers and supervisors in preparing for the first interim review. The certification is available to agency trainers and significant contributors who are willing to teach the curriculum to their respective agency leaders. The S.M.A.R.T. Train-the-Trainer certification will be held **Monday, March 24, 2014** from 8:30-4:00 pm at DOHR, 1st floor, training room 3. To register, please go to: <https://adobeformscentral.com/?f=pHhFETFQXWtEObTKbFbwaQ>. For more information, please email Antonio.Q.Meeks@tn.gov.

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